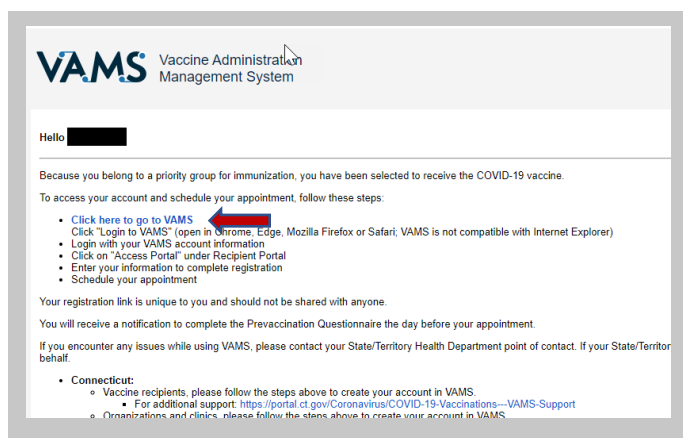


CREATE YOUR VAMS ACCOUNT AND SCHEDULE YOUR FIRST VACCINE APPOINTMENT

Create Your VAMS Account

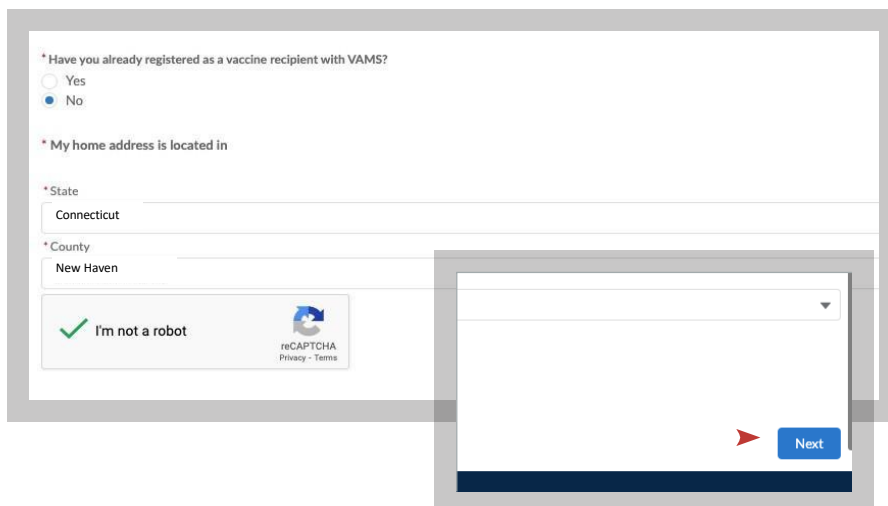
Follow these steps:

Step 1 -- When you are uploaded in the Vaccine Administration Management System (VAMS), an email is sent to your registered email account with a link to create your account and then schedule your first vaccination appointment. Click on the blue 'link' in the email to begin.

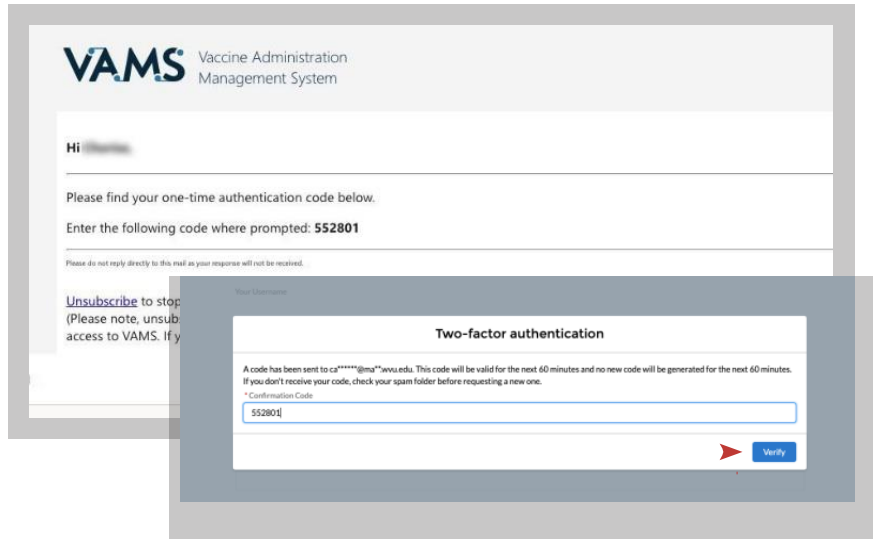


Note: Bookmark the VAMS Login page in your web browser to access it quickly.

Step 2 -- On the **VAMS Welcome** page, select **No** indicating you have not previously registered in VAMS. Then use the drop-down menus to select Connecticut as your State and the County you live in. Click on the 'I'm not a robot' checkbox. Select **Next** when you are finished.

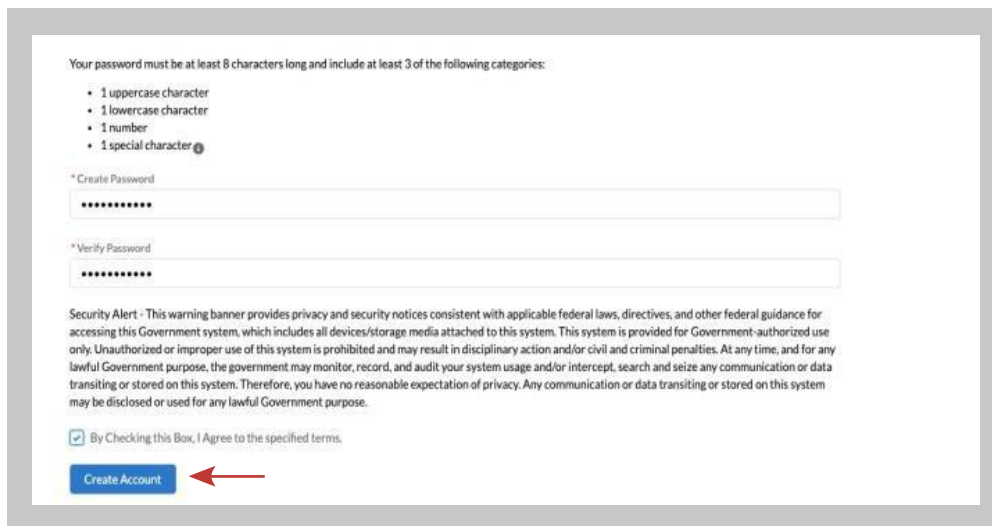


Step 3 -- To confirm your identity, another email is sent to your registered email account with a 6 digit confirmation code. Open the email from VAMS/CDC and find the code. Enter that code in the Two-factor authentication window and select **Verify**.



The image shows two overlapping screenshots. The background screenshot is an email from VAMS (Vaccine Administration Management System) with the subject 'Hi [redacted]'. It asks the user to find a one-time authentication code and provides the code '552801'. The foreground screenshot is a 'Two-factor authentication' window. It states: 'A code has been sent to ca*****@ma.wvu.edu. This code will be valid for the next 60 minutes and no new code will be generated for the next 60 minutes. If you don't receive your code, check your spam folder before requesting a new one.' Below this, there is a text input field labeled 'Confirmation Code' containing '552801', and a blue 'Verify' button with a red arrow pointing to it.

Step 4 -- Create your VAMS password according to the criteria indicated. Re-enter the password. Select the box to agree to the specified terms and then select **Create Account** when you are finished.



The image shows a password creation page. At the top, it states: 'Your password must be at least 8 characters long and include at least 3 of the following categories:'. Below this is a bulleted list: '1 uppercase character', '1 lowercase character', '1 number', and '1 special character'. There are two password input fields: 'Create Password' and 'Verify Password', both showing masked characters. Below the fields is a 'Security Alert' section with a warning banner about privacy and security. At the bottom, there is a checkbox labeled 'By Checking this Box, I Agree to the specified terms.' which is checked. A blue 'Create Account' button is at the bottom right, with a red arrow pointing to it.



Note: Be sure to write down or save your password– you will need it each time you access VAMS.



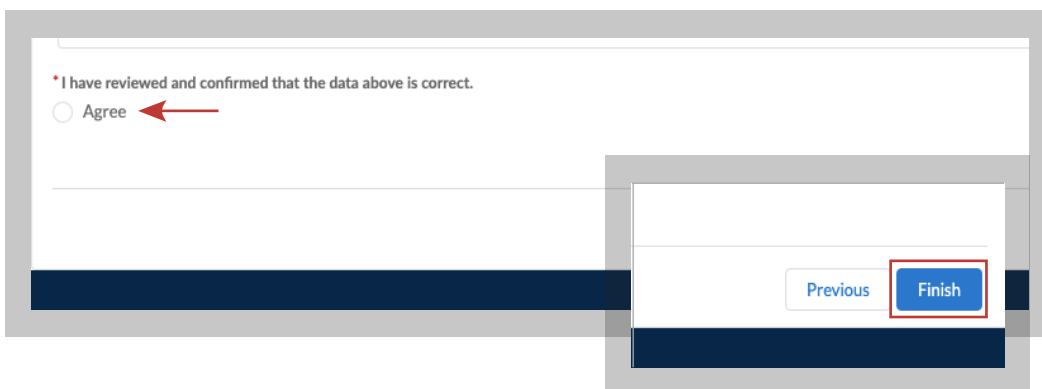
Note: Do not use parentheses or dashes in the Cell Phone field. Enter your phone number in the following format: 2033456789

Step 5 -- On the **Insurance** tab, complete your insurance information (not required). Select **Next** when you are finished.



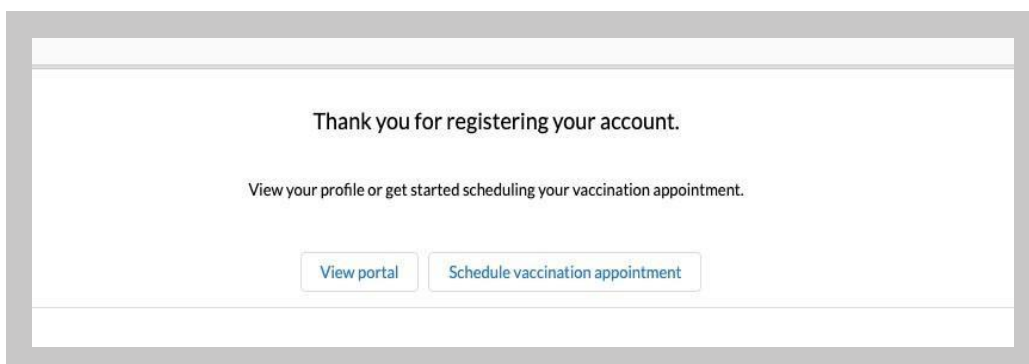
Note: Your insurance information is not required.

Step 6 -- On the **Review** tab, confirm all the information you have entered is correct. If not, click on Previous to make changes. Select **I Agree** then select **Finish** to proceed to scheduling your appointment.



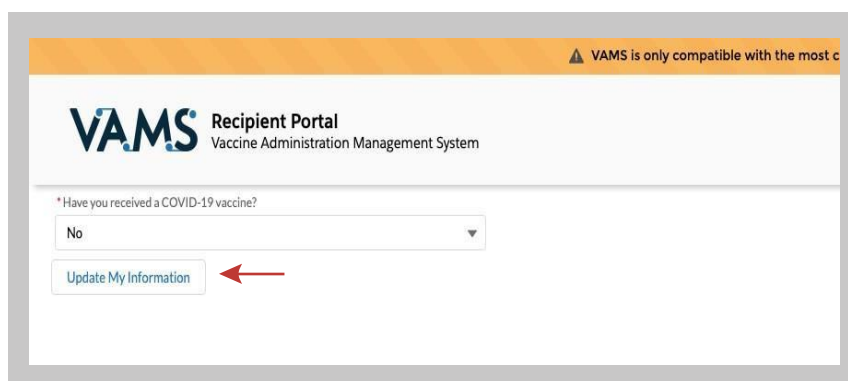
Note: You will see a confirmation message saying that your account has been registered.

Step 7 -- Select **Schedule Vaccination Appointment** to move on to the next step.



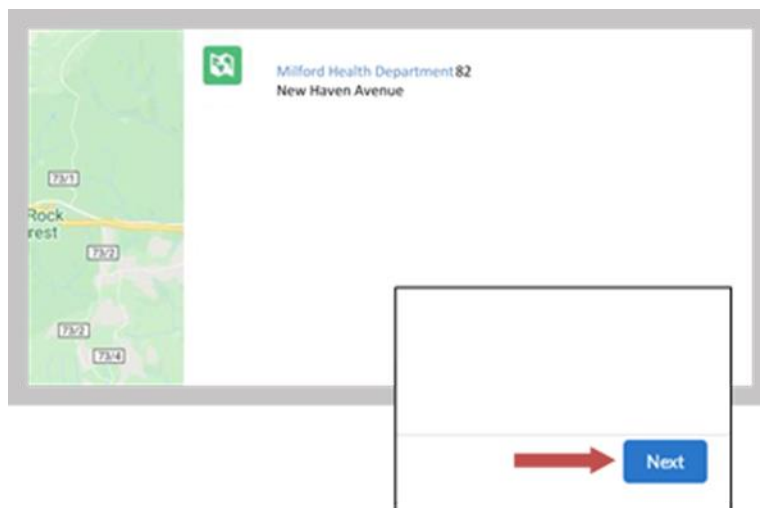
Schedule Your Appointment (First Dose)

Step 1 -- After selecting **Schedule Vaccination Appointment**, select **No** indicating you have not previously received a COVID-19 vaccine. Click on **Update Information**.

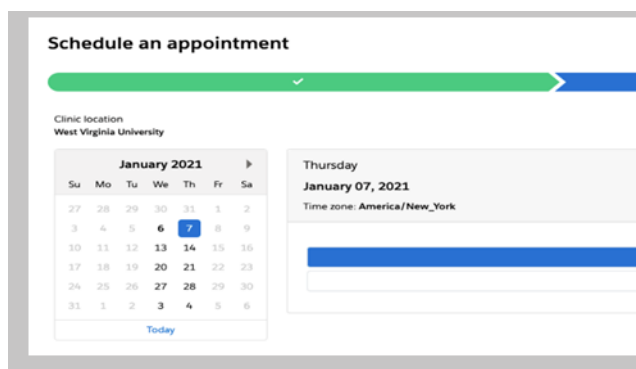


Step 2 -- In the **Zip Code** field, enter **your zip code** and select **Search**. You can expand your search results by clicking on **Within** to search within a 5-, 10-, 20-, 50-, or 100-mile radius. Then select a clinic location from the results. Be sure to select **Next** when you are finished.





Step 3 -- Select your preferred vaccination date/ time. Available dates appear in black. If appointment slots do not appear for the date you picked, click on another date. Select **Next** to continue.



Schedule an appointment

Clinic location
West Virginia University

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Thursday
January 07, 2021
Time zone: America/New_York



Note: Due to limited vaccine doses, vaccine appointment times will be on a first-come, first-served basis. Please continue to check back as the vaccine scheduling system works like any other reservation system, and appointments are being rescheduled and cancelled at all times. Same-day appointments often become available within the hour.

Step 4 -- Review your information. Then click on **Submit** to schedule your appointment.

Step 5 -- You will be directed to a **Confirmation** page. You also will receive a confirmation notification (email or text) of your appointment. Review your information. *You will not need the QR code for your appointment at this time. Please have your ID ready for check in.*

To reschedule your appointment, you first must cancel your original appointment then create a new appointment. Find your appointment confirmation email and select the **Cancel Appointment** link.

Step 6 -- Complete the pre-vaccination questionnaire and consent in VAMS prior to your scheduled appointment. You can complete this up to 24 hours prior to your appointment or, you can log back into VAMS when you receive your reminder notification.



Note: If you do not complete the pre-vaccination questionnaire prior to your appointment, the healthcare professional will ask you the questions before you receive your vaccination.

Pre-vaccination questionnaire form for s

* Are you currently sick?

☐ Yes

☐ No

* Indicate any known allergies

☐ Milk

☐ Fish (e.g. bass, flounder, cod)

☐ Eggs

☐ Crustacean shellfish (e.g. crab, lobster, shrimp)

☐ Peanuts

☐ Tree nuts (e.g. almonds, walnuts, pecans)

☐ Wheat

☐ Soybeans

☐ Latex

☐ Gelatin/Egg Protein

☐ Yeast

☐ Neomycin

☐ Thimerosal

☐ Other

☒ No existing or known allergies

* Have you ever had a serious reaction after receiving an immunization?

☐ Yes

☐ No

* Have you ever fainted or felt dizzy after receiving an immunization?

☐ Yes

☐ No